



CALIFORNIA ARCHITECTS BOARD
400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238
Telephone: (916) 445-3393 Fax: (916) 445-8524
E-mail: cab@dca.ca.gov Web: cab.ca.gov



AGREEMENT OF ASSOCIATION

A licensed architect who associates with an individual who is not a California licensed architect, civil or structural engineer, or bona fide employee to jointly offer architectural design services is required to submit a written agreement of association to the Board prior to engaging in the design phase of the project. If the association is to be a continuing relationship, the architect should notify the Board in writing when the association is no longer in effect. **The agreement must be entered into prior to offering architectural design services and a copy of the agreement must be sent to the Board prior to engaging in the design phase of the project. The form on the reverse side may be used to comply with this requirement.**

The California Code of Regulations, Section 135 - Association, specifies the following:

- (a) An architect who associates with a person who is not a California licensed architect or civil or structural engineer or bona fide employee to jointly offer architectural design services shall, prior to offering architectural design services, enter into a written agreement of association with the unlicensed person whereby the architect agrees to be responsible for the preparation of the instruments of service and other phases of the work required by law which are not exempted from the provisions of chapter 3 (commencing with Section 5500) Division 3 of the Code ("Architect Practice Act").
- (b) The written agreement of association shall be signed by all parties to the agreement. In addition to the provision of subsection (a) of this section, the written agreement of association shall contain the following:
 - (1) The date when agreement to associate was entered into and the approximate date when the association will be dissolved if such association is not to be a continuing relationship. If the association is to be a continuing relationship, that fact shall be so noted in the agreement. If the association is only for one project, the project shall be identified in the agreement of association.
 - (2) The name, address, telephone number, license number and signature of the architect who has agreed to associate with the unlicensed preparer of plans.
 - (3) The name, address, telephone number, and signature of the unlicensed person.
- (c) All instruments of service and records resulting from the association shall be retained and made available for ten (10) years from the date of completion of the project for review by the board upon board request.
- (d) An architect who associates with one who is not a California licensed architect, shall send a copy of the written agreement of association prior to engaging in the design phase of the project by certified mail to the board for each such association.

NOTE: THE FORM ON THE REVERSE SIDE MAY BE USED TO COMPLY WITH THIS REQUIREMENT.

AGREEMENT OF ASSOCIATION

1. ARCHITECT (To Be Completed by Architect)

Last Name		First Name		Middle Name
Address				
City			State	Zip Code
Business Phone ()		Home Phone ()		License Number
Date of Agreement to Associate	Approximate Date of Termination of Association (if applicable)		Continuing Relationship? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If the association is only for a specific project, list the project here: _____				
<i>As the architect, I am entering into an agreement of association with the unlicensed person named below whereby I agree to be responsible for the preparation of the instruments of service and other phases of the work required by law which are not exempted from the provisions of Chapter 3 (commencing with section 5500) Division 3 of the Business & Professions Code ("Architect Practice Act").</i>				
Signature _____ Date _____				

2. UNLICENSED PERSON (To Be Completed by Unlicensed Person)

Last Name		First Name		Middle Name
Address				
City			State	Zip Code
Business Phone ()		Home Phone ()		
Signature _____ Date _____				

Send this form or a copy of a written agreement containing this information with **original signatures** to:

**California Architects Board
400 R Street, Suite 4000
Sacramento, CA 95814-6238**